

**B. EXPEDITED SERVICE FOR BASIC FOOD**

**Purpose:** This section lists the emergent conditions needed to get benefits under the Washington Basic Food Program (Basic Food) within five days. This section also includes Basic Food expedited service requirements and certification procedures.

Effective October 1, 2001

**WAC 388-406-0015 Can I get food assistance right away?**

- (1) When the department gets your food assistance application, we look at your circumstances to see if you can get benefits within five calendar days. This is called "expedited service".
- (2) To get expedited service, you must provide proof of who you are and meet one these three conditions:
  - (a) You have available cash of one hundred dollars or less and have monthly income before taxes under one hundred fifty dollars; or
  - (b) Your monthly income before taxes plus available cash is less than the total of your shelter costs such as your rent or mortgage and utilities; or
  - (c) You are a destitute migrant or seasonal farmworker household, as defined in WAC 388-406-0021, and your household's available cash does not exceed one hundred dollars.
- (3) To determine the amount of utilities to use to decide if you can get expedited services, we allow:
  - (a) The standard utility allowance (SUA) under WAC 388-450-0195, if you have heating or cooling costs and the SUA is greater than the amount you pay; or
  - (b) The amount you pay, if it is greater than the SUA.
- (4) If you are eligible for expedited service and are not required to have an office interview, you can:
  - (a) Have a telephone interview or a home visit; and

- (b) Still get benefits within five days.
- (5) If you are an applicant, "day one" of your five-day expedited service period starts on the:
  - (a) Day after the date your application is filed; or
  - (b) Date of the rescheduled interview when you are screen as expedited service eligible but do not show up for your initial interview; or
  - (c) Date you are released from a public institution if you are an SSI recipient; or
  - (d) Date of your interview when you:
    - (i) Waive your expedited interview and are found eligible for expedited service during your rescheduled interview; or
    - (ii) Are screened as ineligible for expedited service and later found eligible for the service during your interview; or
    - (iii) Do not request expedited service on the application and are found eligible for the service during your interview.
- (6) If you get expedited service, we give you benefits for no more than two months. If we need additional information to decide if you are eligible for continued benefits, you have up to thirty days from the date of application to give us the information.
- (7) If you have received expedited service in the past, you can get this service again you meet the requirements listed in subsection (2) above and you:
  - (a) Gave us all of the information we needed to prove eligibility for your last expedited service benefit period; or
  - (b) Were certified under normal processing standards after your last expedited certification.
- (8) If you reapply and request expedited service before your certification period ends, you are not eligible for expedited service.

- (9) If you reapply after your certification period ends and request expedited service, your five-day expedited service period is the same as a new application.
- (10) If you are denied expedited service, you can ask for a department review of your case. We review the decision within two working days from the date we denied you expedited service.

### CLARIFYING INFORMATION

See APPLICATIONS - Filing an application. - For information on filing an application and what to do when an office other than the CSO of residence receives an application.

**Expedited service** means a client must get an interview and, if eligible, Basic Food within five calendar days of the department getting their Basic Food application when they meet the expedited criteria (see WAC for expedited criteria).

### Requests for Expedited Service

1. A client does not have to mark food assistance or Basic Food on the application to request Basic Food. An application with an answer to any question in the expedited section is considered a request for **both** Basic Food and expedited services and must be screened for expedited service.
2. Expedited rules do not apply if a client does not give us information on how to contact them, such as:
  - a. A mailing address; or
  - b. A drop off location; or
  - c. A fax number; or
  - d. An e-mail address; or
  - e. A phone number; or
  - f. Another way to contact the individual
3. An institutionalized (e.g. hospitalized, jailed) person applying for Basic Food and requesting expedited services cannot be eligible for Basic Food unless they will

be released from the institution within 30 days of submitting their application for benefits. **Use the date of release from the institution for the date of request.** If eligible for expedited service, interview the client within five calendar days of the date of request and if eligible, issue benefits to the client within five calendar days of the date of request.

4. If a client is a destitute migrant or seasonal farmworker under WAC 388-406-0021 see WAC 388-450-0230 for information about how to budget income in the month of application.
5. Screen **all** Basic Food applications for expedited service at the interview even if the applicant has not requested expedited benefits.

### **Screening for Expedited Service**

1. An application with an answer to any question in the expedited section must be screened for expedited service.
2. At initial screening a client can meet the expedited criteria and be eligible for an expedited interview, but still not be eligible for either expedited or normal Basic Food issuance based on information provided at the interview.
3. If screening a migrant or seasonal farmworker household refer to WAC 388-406-0021 to determine if the household is destitute.

### **Two Parts of Expedited Service**

**Interview** and **Issuance** are two separate parts of expedited service. Both parts must be completed within **five calendar** days of the:

- Date of request; or
- Date of discovery if eligibility for expedited service is determined after the date of request (see Appendix I for expedited begin dates).

### **Expedited Interview**

1. A client who is eligible for expedited service gets an interview within five calendar days of the date of request (see Appendix I for start date).

**EXAMPLE**

The client files an application on Monday May 6th. They ask for expedited service and meet expedited service criteria. Day five falls on a Saturday, so we interview the client on Friday, May 10th. If the client is eligible for Basic Food see **Expedited Issuance** below.

2. If a client misses their scheduled interview, expedited service is waived.

**EXAMPLE**

The client files an application on May 6th. They ask for expedited service and meet expedited service criteria. The client is scheduled for an interview appointment on May 9th, but does not attend the interview. We offer the client the opportunity to re-schedule an interview as required. The client reschedules and is interviewed on May 16th. At the interview, we screen for expedited service and find the client meets expedited criteria. Because this is a rescheduled interview, the five-day count begins on the date of the interview. Enter the date of the interview as the Date of Discovery. If the client is eligible for Basic Food see **Expedited Issuance** below.

3. A client can be eligible for expedited service and ineligible for Basic Food.

**EXAMPLE 1**

The client files an application on May 6th. They ask for expedited service and meet expedited service criteria. They are an ineligible ABAWD. Even though the client is not eligible for Basic Food until they re-qualify for benefits, we interview the client on May 7th. We also refer them to a qualifying work program and pend the application for 30 days from the date of request to allow the client to regain eligibility under WAC 388-444-0045. If eligibility is established within the 30 day pending period, the new expedited service start day is the day we are notified the client is participating in a qualifying work program.

**EXAMPLE 2**

The client files an application on May 6th. They ask for expedited service and meet expedited service criteria. The client is in the hospital and is not eligible for Basic Food until release on May 16th. **The date of request is May 16th, the date the hospital releases the client.** Because the client must get an expedited

interview within five calendar days of the date of request, we interview the client by May 21st. If they are eligible for Basic Food, see **Expedited Issuance** below.

### **Expedited Issuance**

A client who meets expedited criteria and is determined eligible for Basic Food must get expedited benefits within five calendar days of the date of request.

#### **EXAMPLE 1**

The client files an application on May 6th. The client requests expedited service and meets expedited service criteria. The client is interviewed on Friday, May 10th and is eligible for Basic Food. We immediately create an approval letter and issue benefits so the client has access to Basic Food on or before May 10th (the fourth day because the fifth day is a Saturday).

#### **EXAMPLE 2**

The client applies for Basic Food on May 6th. The client requests expedited service and meets expedited service criteria. The client is in jail and will not be released until May 16th. The client is not eligible for Basic Food while in jail. **The date of request is May 16th, the day the client is released from jail.** On May 18th, the client is interviewed and is eligible for Basic Food. Issue benefits by May 21st (the fifth day).

#### **EXAMPLE 3**

The client applies, requests expedited service and appears to meet expedited criteria. The client is interviewed within five calendar days of date of request. During the interview, we discover the client is not eligible for expedited service. We tell the client they are not eligible for expedited service and can request a department review of our decision. Use normal processing rules to complete application.

### **Same Day Service**

Whenever possible clients who apply in person and meet expedited service criteria should be interviewed the same day the application is received. If they are eligible for Basic Food the client should be issued benefits the same day. Verification that is not available should be postponed (see Postponed Verification section for more information).

**Alternate Cardholder**

An alternate cardholder can get an EBT card and PIN at the CSO any time during the Basic Food application process. The CSO can activate the alternate cardholder's card after the head of household EBT card is activated in the Citibank system (usually within 24 hours of authorization).

**Required Verification for Expedited Service**

Verification of identity of the applicant and alternate cardholder (if the head of household is not at the interview) is the **only** required verification for expedited service. Identity can be verified with available documents or through a collateral contact. All other verification can be postponed. This includes but is not limited to income, shelter expenses, and utilities, etc. If available online, this information should be accessed for verification. Delay expedited service only when you cannot establish identity through documents or a collateral contact.

**EXAMPLE**

The client applies for Basic Food, meets expedited service criteria and is interviewed the same day. At the interview, the client states she does not have identification but previously received benefits in another state. We call the other state and ask them to fax a copy of the client's identification, which they say will take about a week. The client's boyfriend is at the interview with the client. We can take a collateral contact statement from the client's boyfriend as verification of the client's identity and issue benefits the same day. All other verification is postponed including further client identity.

**Postponed Verification**

A client who meets expedited criteria and is eligible for Basic Food can get benefits even though they do not have all the necessary verification to determine eligibility. Depending on the date of request, the client will get one month or two months of benefits. In order for ongoing benefits to be approved, postponed verification must be provided within 30 days of the date of request for Basic Food.

**NOTE:** All application processing, verification and standard of promptness rules apply to expedited Basic Food applications. This means that in **some** instances an application will take longer than 30 days to process.

**EXAMPLE 1**

Client applies for Basic Food May 6th (on or before the 15th of the month), and requests expedited service. Client is eligible for expedited Basic Food with postponed verification and benefits are issued for May only. Client must provide postponed verification within 30 days of date of request for Basic Food to be eligible for ongoing benefits.

**EXAMPLE 2**

Client applies for Basic Food **May 16th** and requests expedited service. The client is eligible for expedited Basic Food with postponed verification and is issued Basic Food for May and June. Client must provide postponed verification within 30 days of the date of request for Basic Food to be eligible for ongoing benefits.

**EXAMPLE 3**

Client applies for Basic Food on May 6th and requests expedited service. An appointment is scheduled for May 8, which the client misses. A Missed Appointment letter is sent. The client calls on May 19 and reschedules the appointment to May 30. At the interview on May 30, we determine the client is eligible for expedited service and eligible for benefits. We postpone verification of income and issue benefits for May only. Client must provide postponed verification within 30 days or 10 days from the date we notify the client that we approved benefits with postponed verification to be eligible for ongoing benefits.

**All verification other than identity can be postponed**

It is possible for a client to receive expedited benefits and not be eligible for on-going Basic Food when the postponed verifications are provided.

A person can get expedited service again if verification that was postponed from a previous expedited service application has been provided, or if the AU was subsequently certified under "normal" (non-expedited) processing standards.

**EXAMPLE 1**

Client applies for Basic Food on **May 10th** and requests expedited service. The client meets expedited criteria and, gets an interview on May 15th. The client is eligible for Basic Food but some verification is postponed. We create letter 2-24,



telling the client that benefits were approved with postponed verification. We tell them what verification must be provided to determine ongoing eligibility and that we must get the verification before we can give them more Basic Food. We also tell the client when the benefits will end if the postponed verification is not provided. We issue benefits by May 15th for **May only**.

The client provides postponed verification within 30 days of the date of request and can get benefits through July certification.

In October, the client reapplies for Basic Food and requests expedited service. The client meets the criteria and is eligible for Basic Food. Because the client provided the earlier postponed verification we can issue expedited benefits again.

## EXAMPLE 2

Client applies for Basic Food on **May 10th**, and requests expedited service. The client meets expedited criteria and has an interview on May 15th. The client is eligible for Basic Food and some verification is postponed. We create letter 2-24, telling the client that benefits were approved with postponed verification. We tell them what verification must be provided to determine ongoing eligibility and the date the verification must be provided. We also tell the client when the benefits will end if the postponed verification is not provided. We issue benefits by May 15th for **May only**.

The client does not provide the postponed verification within 30 days of application date and their benefits stop the end of May. On July 10th the client reapplies for Basic Food and meets expedited service criteria. The client is not eligible for expedited service because the postponed verification from the previous expedited service application was not provided. Process the application using normal processing rules.

If the client had their application processed using "normal" (non-expedited) processing rules they could be eligible for expedited service again at next application.

**WORKER RESPONSIBILITIES****Screening for Expedited Service**

1. Date stamp each application and eligibility review the day it is received in the CSO or the next business day if it is received after normal business hours. This date is the date of request unless the applicant is being released from an institution (see clarifying information Expedited Interview).
2. Screen all applications and eligibility reviews to determine eligibility for expedited service on the same day they are date stamped.
3. Deny expedited service:
  - a. When the review is received during a certification period; or
  - b. If the client does not meet expedited criteria; or
  - c. If expedited service was not requested; or
  - d. If postponed verification from a previous expedited period was not provided and the client was not certified for Basic Food under normal processing standards since the last expedited period.
4. Ensure the client's right to a department review of the expedited denial is provided.
5. Document your decision or action in ACES.

**Interview Requirement**

1. If the client is eligible for expedited service, provide the opportunity for an interview to determine eligibility for Basic Food so that, if the client is eligible for benefits, the benefits will be available no later than the 5th calendar day. The five-day expedited count begins the day after the date of request.
2. Whenever possible, interview the client on the date of request. If the client is eligible for benefits, issue the benefits the same day.

3. If the client misses the scheduled interview, send the “Missed Appointment” letter that tells the client they have 30 days from the date of request to reschedule the interview and complete the application process.
4. You must send the “Missed Appointment” letter when the client misses their scheduled appointment. Do not send a second missed appointment letter if the client misses the rescheduled appointment.

### EXAMPLE

#### If scheduled in ACES

- ACES sends the NS information to BarCode.
- A “Missed Appointment” letter is automatically sent by ACES each time an appointment is missed. ACES also tracks the Standard of Promptness (SOP) and automatically denies on the 30th day.
- When the Basic Food AU **or a related AU** is accessed either by AUTO or manually, ACES no longer automatically tracks the SOP. These AU's must be monitored manually.

#### If scheduled in BarCode

- Indicate NS in BarCode
- Generate the Missed Appointment letter from BarCode.
- Mail to the client and file a hard copy in the paper file.
- Monitor the BarCode “Pending Expedited” report to track SOP.

5. Expedited service is waived when the client misses a scheduled appointment.
6. When the client who has missed an appointment reschedules the interview, re-screen for expedited service eligibility the day of the interview. If the client remains eligible for expedited service, enter the date of the interview as the Date of Discovery on MISC. This new five-day expedited count begins the date of the interview.

### Determine Eligibility for Basic Food

1. At the eligibility interview, re-screen all applications (including eligibility reviews received outside the certification period) that were denied expedited service at the initial screening.
2. Verification Requirements

- a. When all the required verification is available:
  - (1) Issue benefits using normal application processing standards.  
  
**NOTE:** In this situation, “normal processing standards” means that the case is processed in the same way non-expedited eligible cases are processed.)
  - (2) Delete Letter 02/24 and complete Letter 02/01, making sure that the certification period is correct and that the allotment amounts for each month are correct.
- b. When all required verification is not available:
  - (1) Issue benefits with postponed verification. Get identification for the applicant, but other required verification (income, resources, social security numbers, shelter and utility expense, etc) can be postponed.
  - (2) Follow ACES procedures for processing applications with postponed verification.
  - (3) Allow ACES to set the default certification period
  - (4) Finalize the application.
  - (5) Complete letter 02/24 making any corrections to ensure the correct benefit months and amounts are shown, and list the verification required to determine eligibility for on-going benefits.

**EXAMPLE 1**

Date of application is 6/10. Client is eligible for expedited service and eligible for benefits. Benefits are issued for one month with postponed verification. The client has 30 days from the date of application to provide postponed verification.

**EXAMPLE 2**

Date of application is 6/17. Client is eligible for expedited service and eligible for benefits. A combined allotment is issued with postponed verification for the

months of June and July. The client has 30 days from the date of application to provide postponed verification.

**EXAMPLE 3**

Date of application is 6/8. Client misses two scheduled appointments but is interviewed on 6/27 and determined eligible for expedited service and eligible for benefits with postponed verification. Issue benefits for June only. The client has until 7/8 to provide postponed verification.

- (6) When the postponed verification is received timely and the client remains eligible for benefits, access the case on the first of the month following the end of the initial expedited service benefit period and re-open it.
  - (7) If the client does not return the postponed verification timely, no additional action is needed. The letter approving benefits with postponed verification is also the client's notice of expiration of benefits.
- 3. Because you cannot access the case until the first of the month following the month of the initial expedited service benefit period, many cases will not be in the regular eligibility review cycle. If you are approving on-going benefits in the second or third month of a three-month certification period, send the 02/01, a letter telling the client the end of the certification period, a review form, and schedule an appointment for a recertification interview.

**ACES PROCEDURES**

See Process Application Month  
See Finalize Application  
See Basic Food - C. - Expedited Services

**Basic Food EXPEDITED SERVICE BEGIN DATE**

<b>Expedited Service Requested on Application</b>	<b>Processing Situations</b>	<b>Start Date for Expedited</b>
Client screened as eligible for expedited service	Client determined still eligible for expedited service at interview	Day after date of application
	Client causes delay - does not show for initial interview & determined eligible for expedited service at rescheduled interview	Date of rescheduled interview
	Client causes delay - no identification	Date identification is provided
Client screened as eligible for expedited service and we waive the in-office interview.	Conduct phone interview and mail application to client for signature.	Day after date the signed application is received (the days the application is in the mail for signature do not count)
Client waives expedited interview	Client determined eligible for expedited service at interview	Date of interview
Client screened as ineligible for expedited service	Client determined eligible for expedited service at interview	Date of Interview
<b>Expedited service NOT requested on application</b>	<b>Processing Situations</b>	<b>Start Date for Expedited</b>
Client does not request	Client determined eligible for expedited service at interview	Date of interview
<b>Expedited service requested on recertification form</b>	<b>Processing Situations</b>	<b>Start Date for Expedited</b>

Recertification made timely	Client ineligible for expedited benefits even if there is a delay in the recertification process	Not Applicable
Late recertification	Recertification made after the current certification period ends	Treat as a new application

Effective January 1, 2000

**WAC 388-406-0021 How the department decides if you are a migrant or seasonal farmworker and if you are destitute.**

The rules in this section apply to Basic Food.

- (1) A migrant is a person who travels away from home on a regular basis, usually with a group of other workers, to seek employment in an agriculturally-related activity. A migrant assistance unit is an assistance unit that travels for this purpose.
- (2) A seasonal farmworker is a person who:
  - (a) Does agricultural work on a farm for edible crops; and
  - (b) Is not required to be away from their permanent place of residence overnight in order to perform this work.
- (3) For seasonal farmworkers, agricultural work is field work in which the person:
  - (a) Plants;
  - (b) Cultivates; or
  - (c) Harvests the crop.
- (4) An assistance unit is considered a seasonal farmworker assistance unit if it receives its only countable income from:

- (a) Seasonal farmwork;
  - (b) Unemployment compensation between seasons; or
  - (c) Interest earned on a checking or savings account.
- (5) A migrant or seasonal farmworker is considered destitute when:
- (a) The assistance unit's income for the month of application was received before the date of application and was from a source no longer providing income; or
  - (b) The assistance unit's income for the month of application is from a new source and the assistance unit will not receive more than twenty-five dollars during the ten calendar days from the date of application.
- (6) An assistance unit member who changes jobs but continues to work for the same employer is considered to be receiving income from the same source.

## CLARIFYING INFORMATION

### 1. General information regarding seasonal farmworkers:

- a. A seasonal farmworker can work all year round and still be considered a seasonal farmworker.
- b. The unemployment compensation a seasonal farmworker may receive does not have to be from seasonal farmwork.
- c. We do not average a migrant or seasonal farmworker's income when determining if they are destitute.

### 2. Eligibility for expedited service:

- a. Destitute farm worker assistance units (AUs) with under \$100 are eligible for expedited service.
- b. Migrant and seasonal farmworkers who aren't destitute may receive expedited service based on other criteria under WAC 388-406-0015.



**EXAMPLE**

Seasonal farmworker client applied for Basic Food on April 22nd and has **not** received income in the month of April. The client has no available cash resources.

The client states he has worked two 8-hour days for this period at \$7 an hour. He expects to get this income on April 26th. ( $\$7/\text{hr} \times 8\text{hrs} \times 2\text{ days} = \$112$ ) The AU's shelter expenses for April are \$200.00.

- The farmworker client is not destitute because they will receive over \$25.00 within ten days of their date of application.
  - Since they have income and available resources under their shelter costs, the client **is** eligible for expedited service under WAC 388-406-0015.
3. **The source of a farmworker's income:**  
Consider the grower, not the crew chief, as the source of income.
  4. **Earnings from a previous season:**  
Do not use a previous season's information unless it reflects what the client anticipates for the current season.

**EXAMPLE**

Seasonal farmworker client applies for Basic Food. The client is **not currently working** and has no other income. The client states that they will work as soon as the farms start hiring. The client has always worked this season over the past several years and averages \$900.00 income each month. We would consider this client destitute because they do not have a source of income identified.

5. **Farmworkers with income from a new source:**

We consider a farmworker who has income from a new source destitute unless it is **reasonably certain** that the farmworker will receive more than \$25 in income within ten calendar days of the date of application.

**EXAMPLE 1**

Migrant farmworker client arrived in the state on July 1st and was hired by a grower to pick cherries on July 2nd. On July 3rd, the client applied for Basic Food.

The client was unsure of when he would be paid, and the worker was unable to contact the grower. The client was told that the farmer pays everyone when the harvest is complete. The client wasn't sure how much longer the harvest would take.

In this example, the client **is destitute**. Based on the information available to us, we do not know when the worker will be paid or exactly how much. We cannot be reasonably certain that the client will receive more than \$25 within ten days of July 3rd, the date of application.

**EXAMPLE 2**

Migrant farmworker client arrived in the state on July 1st and was hired by a grower to pick cherries on July 2nd. On July 3rd, the client applied for Basic Food.

The client states he averages about twelve boxes a day but was unsure of when or how much he would be paid. The worker contacted the grower by phone and confirmed that the client was hired and worked on July 2nd. The grower stated that they expect to have work for the client through the rest of the month.

According to the grower, the client will be paid weekly, beginning July 10th. The grower confirms that the client averages 12 boxes each day. He pays \$3.50/box and the client will work 6 days/week. The first check will be for five days. (12 boxes/day x \$3.50/box x 5 days = \$210.)

In this example, the client **is not destitute**. Because we have confirmed that the client will be paid on July 10th, we are reasonably certain that the client will receive more than \$25 within ten days of July 3rd, the date of application.

**6. Employer's statement of likely work:**

An employer's statement that the client will *likely* have work should not be considered a guarantee that the client will work and receive more than \$25. Farm work is uncertain because harvests may be delayed or interrupted by weather problems. There also may be times when a grower discovers they need less labor than originally predicted.

**EXAMPLE 1**

Seasonal farmworker client applied for benefits on May 2nd. A grower hired the client, but the client isn't sure when work will start. The client must check with the grower each day to see if the harvest has started.

The financial worker calls the grower and confirms that the client has been hired and says that work will start the next day, if the weather is good. The grower states that if all goes well, the client will be paid on May 9th and should receive over \$25

In this example, work is uncertain. The client **is destitute**. The uncertainty around the harvest and when the client will start work prevents us from being reasonably certain that the client will receive more than \$25 within ten days of May 2nd, the date of application.

**EXAMPLE 2**

Client applied for benefits on May 2nd. The client works for the same grower every year.

The financial worker calls the grower and confirms that the client has been hired and says that work will start on Monday May 5th. The grower states that first check will be paid on May 9th and client is expected to produce 10 boxes/day and will be paid for three days work at \$3.50/box for the first week. (\$3.50x10=\$105) The client agrees with the estimate.

In this example, the client **is not destitute**. We anticipate that the client will receive more than \$25 within ten days of May 2nd, the date of application.

**7. Income from a terminated source:**

Consider income to be from a source no longer providing income when:

- a. The AU is usually paid at least once a month and income from that source is not expected for the remainder of the month of application or the following month; or
- b. The AU is paid less often than monthly, such as quarterly, and the household will not receive the next payment in the month it would normally be received.

**EXAMPLE**

Farmworker client arrived in Washington from California on June 16th. The client worked in California and was paid every Friday. They were last paid \$ 90 on June 14, and will not be paid on June 21st.

This income is from a terminated source, because the client does not expect to be paid by the California grower for the remainder of June or in July.

**8. Income from a new source:**

Consider income to be from a new source when:

- a. The household is paid at least monthly and received \$25 or less from that source in the 30 days prior to the date of application; or
- b. The household is paid less often than monthly, such as quarterly, and received \$25 or less from that source since the last regular pay date.

**EXAMPLE**

A seasonal farmworker applies on March 6th. They anticipate income on a weekly basis from their employer starting on March 22nd. The client last received wages from this employer on January 18th. We consider the income from this employer as income from a new source.

**9. Income from a terminated source and a new source in the same month:**

A farmworker AU may receive income from a source no longer providing income and a new source in the same month and still be considered destitute.

**EXAMPLE**

Client arrived in Washington from California on June 16th and applied for Basic Food on June 17th. The client worked in California and was paid \$200 on June 14 from a terminated source.

The client expects to be paid in Washington on June 28th from a new source.

In this example, the client **is destitute**. They will not receive more than \$25 from their new source of income within ten days of the date the client applied for benefits.

**NOTE:** In this scenario, we **do not** count the income the client expects to receive on June 28th. See WAC 388-450-0230 - What income does the department count in the month I apply for Basic Food when my assistance unit is destitute?

10. **Travel advance:**

If a migrant/seasonal farmworker client gets an advance from an employer to cover travel costs, we do not consider the advance when deciding if the client is destitute.

- a. We exclude the travel funds if they are a reimbursement for travel expenses.
- b. If the funds are an advance on wages and **not** a reimbursement for travel, we budget the advance as earned income.

11. **Budgeting income:**

- a. For the standard rule on how to budget a client's income, see WAC 388-450-0215 - How the department estimates income to determine your eligibility and benefits.
- b. For the rule about budgeting a destitute client's income, see WAC 388-450-0230 - What income does the department count in the month I apply for food assistance when my assistance unit is destitute?

## WORKER RESPONSIBILITIES

1. **Document the decision on a client's destitute status:**

Document your decision on whether or not a migrant/seasonal farmworker client is destitute. If you exclude any income under WAC 388-450-0230 document that this income was excluded.

**2. Document income:**

Always document the income you budgeted for the AU. See **DOCUMENTATION** for information on what to document for earned and unearned income.

**ACES PROCEDURES**

See Food Assistance- C. Expedited Service